DOCUMENT RESUME

ED 124 077 HE 007 941

TITLE	An Investigation of Operating Expenditures per Full-Time Equivalent Student at Public, 4-Year Comprehensive Colleges Located in Urban Areas.
INSTITUTION	Federal City Coll., Washington, D.C. Office of Institutional Research.
PUB DATE	Feb 76
NOTE	28p.
EDRS PRICE	MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS	Budgeting; Educational Finance; *Expenditure Per Student; *Higher Education; Income; Instructional Student Costs; *Operating Expenses; Public Schools; *School Surveys; Statistical Surveys; Tables (Data); *Urban Areas; Urban Education; Urban Universities
IDENTIFIERS	*Federal City College

ABSTRACT

Data were collected from a selected group of four-year, comprehensive colleges located in urban areas in New England, Mideast Atlantic Coast, and Middle West states. Eighteen schools were selected on the basis of their offering bachelors and masters degrees, and being public schools. Their operating expenditures for FY 1975 were collected from Part B of the HEGIS Survey on revenues and expenditures in higher education. Other factors were obtained to determine the total number of full-time equivalent students taught during the period covered by the expenditure report. Data of this type were obtained through a telephone survey of each institution and included the number of credit hours used to determine a full-time student at the graduate and undergraduate levels, number of terms in the academic year, credits being offered, and the total head count and full-time equivalent enrollment served during each term in FY 1975. Comparative statistics are offered for this group of schools and Federal City College (FCC). It is noted that FCC spent only $20 less per full-time equivalent student than the highest expenditure for institutional support found in the sample colleges and that FCC's per student expenditures for libraries and overall academic support were only slightly lower than the highest in the sample. (LBH)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED124077

An Investigation of Operating Expenditures per Full-Time Equivalent Student at Public, 4-Year Comprehensive Colleges Located in Urban Areas

Federal City College
Office of Institutional Research
February 1976

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

NE 007 941

CONTENTS

Page

Introduction 1

General Methodology and Summary Results 3

Tables

1. FCC Educational and General Operating Expenditures per FTE Student per Semester by Major Category of Expenditure Compared to the Range and Median Operating Expenditures of a Selected Sample of Urban, Public 4-Year Colleges, FY 1974 and 75 6

2. Educational and General Operating Expenditures per FTE Student per Semester by Major Category of Expenditure Compared for Sample Colleges, FY '74 and FY '75 7

Appendices

A. List of Participating Institutions and the Units Contacted at Each School 14

B. Higher Education General Information Survey: Financial Statistics of Institutions of Higher Education for Fiscal Year Ending 15

C. Selected Expenditures by Function As a Percentage of Expenditures for Instruction and Departmental Research in Four-Year Public Institutions in the Mideast Region (fY '67) Compared to FCC's (FY '75) 23

Comparison of Total Expenditures Between FCC and Public Institutions of Higher Education by Budget Category, FY '75 24

Introduction

During the past four years, budget officers, members of the D.C. Board of Higher Education, members of the U.S. House District Committee, and members of the U.S. Senate District Committee have repeatedly requested information concerning expenditures per student, distribution of the budget by various categories of expenditures (e.g., instruction, public service etc.), and data showing the extent to which students' tuition help to offset the expense of their instruction (including and excluding supportive services). While the answers to these questions could be readily supplied for Federal City College, unfortunately, there was no data base nor reference point with which to adequately make comparisons. Attempts were often made to compare FCC's operating experience with national, regional and state norms for public four-year colleges based upon data published by the National Center for Educational Statistics (USOE-HEW). Information of this type was limited in its use. Firstly, expenditure data was usually two or three years old before it was ready for publication. Secondly, enrollment data was only available for the Fall term, while expenditures represented the entire academic year. Thus, without knowing the total number of students (full-time equivalent) served through those resources, one could not be certain of the extent to which services were provided for each dollar invested.

In addition, while it is generally known that public, four-year colleges offer a variety of sessions (e.g., semester, quarter, trimester and 4-1-4) and that definitions of a full-time course load for undergraduates and graduates vary among institutions, it is not apparent

that these differences are normalized in aggregate enrollment data published by the Office of Education. Full-time equivalent students used as a divisor in expressions of expenditures were possibly imprecise. And, while this precision might not be crucial in the preparation of national or regional information, it is particularly important when used to test the "efficiency" and level of funding of a particular institution. A further limitation of data available for comparison was that it represented a mixture of urban, suburban, and rural colleges. While it is well known that the major source of expenditures in higher education is for wages and salaries, and further, that salaries for college faculty vary considerably depending upon whether a college is located in an area where the cost of living is high or where it is low, there is no way of accounting for these differences through the use of published sources.

In view of the above limitations it was impossible to develop anything beyond crude indices capable of indicating the rate of growth (not the absolute amount) of expenditures at public, four-year colleges. Without better information, truly equitable decisions could not be made regarding FCC's needs for operating revenue nor could decisions be made concerning the appropriateness of how the school's resources were being deployed.

The situation has changed during the past year. Through improved systems management of the Office of Education's national surveys of higher education and a growing interest in the academic community concerning the timeliness of their survey results, information is generally:

- available in unpublished but machine processed form, and more importantly;

- current.

Thus, data regarding operating expenditures can be obtained for FY '75. The availability of contemporary information offers greater promise for relevant comparisons and, hopefully, more rational decisions concerning resource needs and their deployment at Federal City College.

General Methodology and Summary Results

Through the assistance of staff members of the National Survey Branch, National Center for Educational Statistics, USOE, we have been able to collect data from a selected group of four-year, comprehensive colleges that are located in urban areas in New England, Mideast Atlantic Coast and the Middle West. Using the Educational Directory,[1] it was possible to examine all of the institutions of higher education in 24 states and to select schools from this population that were:

- offering bachelors and masters degrees (comprehensive colleges awarding these degrees plus either first professional or work beyond the master's level were not included because of the suspicion that their operating costs might be greater than the normal four-year college),
- public, and
- located in an urban area.

Eighteen schools were selected for analysis based upon these factors. Their operating expenditures for FY '75 were collected from Part B of the HEGIS Survey on revenues and expenditures in higher education.[2] In

---

[1]National Center for Educational Statistics, Higher Education Directory, 1973-1974 Office of Education, Washington, D.C.

[2]Department of Health, Education and Welfare, Higher Education General Information Survey, "Financial Statistics of Institutions of Higher Education for Fiscal Year Ending 1975 " (1975).

addition, other factors were obtained to determine the total number of full-time equivalent students taught during the period covered by the expenditure report. Data of this type were obtained through a telephone survey of each institution and included the:

- criteria, i.e., number of credit hours used to determine a full-time student at the graduate and undergraduate levels;
- number of terms in the academic year;
- credits being offered (i.e. quarter hours or semester hours); and
- the total headcount and full-time equivalent enrollment served during each term in FY '75.

In order to produce operating expenditures reflecting a common agreement of FTE, it was determined that all enrollments would be based on semester hours. Thus, full-time equivalent students at schools on the quarter system were reduced by 1/3. This reduction is equivalent to considering the difference in productivity of one school teaching on the quarter-hour system and another teaching on the semester-hour system. One undergraduate student in the quarter-hour system might generate 45 student credit hours (15 credit hours per term times 3 terms) while a similar student in the semester system would generate 30 student credit hours (15 credit hours per term times two terms). A ratio of 30/45 (i.e. 2/3) would be required to change quarter hours to semester equivalents before expenditures per unit of output for each school could be compared in commeasurable terms. A full-time equivalent student represents some quantity of credit hours produced and requires the same normalizing procedure used to translate quarter hours to semester hours. Expenditures per FTE summarized in Table 1, therefore, represent the dollars expended per semester per full-time equivalent student.

Table 1 has been prepared to assist in determining the relative magnitude of FCC's operating expenditures compared to levels found at similar institutions. Detailed data are presented in Table 2 as well as in the the Appendix representing FY '75 as well as FY '74. Because it is the intent of this study to provide information that is current, every attempt was made to concentrate on expenditures incurred during fiscal year 1975. This was not possible for five of the eighteen colleges (28%) in our sample, because expenditure data was not available. Rather than reduce the size of the number of colleges in the analysis, it was considered worthwhile to include data from an earlier year. Recognizing that costs for materials and salaries at most institutions continue to rise each year, one may assume that the median and range observed in this analysis could be somewhat lower than currently shown. This may not be the case, however, based on fragmentary information about the five specific schools and the changes that took place between FY '74 and FY '75.[1]

A review of Table 1 indicates that while FCC served more full-time equivalent students than the median school, expenditures per FTE were about $500 higher than the median. Although above the median dollars expended per FTE student, Federal City College was below the median in

---

[1]A telephone survey of two of the five schools in the sample indicated that operating expenditures for FY '75 were less than 1% greater than those for FY '74. Opening Fall enrollment (FTE) at these two schools increased by 18% between FY '74 and FY '75, however. Thus, if they are representative of the five for which data were not available, then operating expenditures for FY '75 may, indeed, be lower than observed.

Table 1

FCC Educational and General Operating Expenditures per FTE Student per Semester by Major Category of Expenditure Compared to the Range and Median, Operating Expenditures of a Selected Sample of Urban, Public 4-Year Colleges FY 1974 and 75

Expenditure Item	Expenditure Range for Sample Colleges				FCC Comparison				
	Lowest $	Highest $	Median $	Median %	$	%	Below Median	Below Lowest Estimate	Above Median
Instruction	367	1,295	642	49.4	912	50.1			✓
Research	*	451	16	1.2	17	0.9			✓ **
Public Service	*	492	13	1.0	63	3.5			✓
Academic Support	67	221	94	7.2	147	8.1			✓
Libraries	7	138	41	3.2	75	4.1			✓
Student Services	*	704	105	8.1	264	14.5			✓
Institutional Support	66	363	149	11.5	343	18.8			✓
Operation & Plant Maintenance	66	462	134	10.3	71	3.9	✓		
Scholarships & Fellowships	7	202	52	4.0	3	0.2	✓	✓	
Other[a]	1	455	62	4.8					
Total Educational & General Experience & Mandatory Transfers	733	3,307	1,299	100.0	1,821	100.0			
Adjusted Semestral Equivalent FTE Students	3,413	24,652	7,822		13,495	-			

[a]Mandatory Transfers.
*Less than $1.
**Within one dollar of median.

Source: Table 2.

OIR 2/4/76

Table 2

Educational and General Operating Expenditures per FTE Student Per Semester by Major Category of Expenditure for 18 Sample Colleges, FY '74 and FY '75

Expenditure Item	FY '74 (1) $	(1) %	(2) $	(2) %	(3) $	(3) %	(4) $	(4) %	(5) $	(5) %	FY '75 (6) $	(6) %	(7) $	(7) %	(8) $	(8) %
Instruction	1,295	39.2	689	39.4	717	61.3	671	61.4	832	47.3	472	55.8	544	42.7	367	50.1
Research	415	13.6	21	1.2	24	2.1	22	2.0	145	8.2	3	0.4	20	1.6	1	0.1
Public Service	195	5.9	15	0.9	*	*	*	*	79	4.5	n.a.		20	1.6	2	0.3
Academic Support	173	5.2	116	6.6	93	8.0	88	8.0	160	9.1	93	11.0	94	7.3	70	9.5
Libraries	(138)	(4.2)	(51)	(2.9)	(36)	(3.1)	(34)	(3.1)	(41)	(2.3)	(7)	(0.8)	(52)	(4.1)	(25)	(3.4)
Student Services	704	21.3	246	14.0	208	17.8	195	17.8	267	15.2	38	4.5	148	11.6	31	4.2
Institutional Support											119	14.1	198	15.6	76	10.4
Operation & Plant Maintenance	371	11.2	462	26.4	71	6.1	66	6.0	237	13.5	113	13.4	169	13.3	67	9.1
Scholarships & Fellowships	118	3.6	202	11.5	55	4.7	52	4.8	39	2.2	7	0.8	79	6.2	57	7.8
Unrestricted Funds	n.a.		n.a.		n.a.		n.a		n.a.		-		n.a.		(37)	(5.0)
Restricted Funds	n.a.		n.a		n.a		n.a		n.a.		(7)	(0.8)	n.a.		(20)	(2.8)
Other[a]	n.a.		n.a.		n.a.		n.a.		n.a.		n.a.		1	0.1	62	8.5
Total Educational & General Experience & Mandatory Transfers	3,307	100.0	1,751	100.0	1,169	100.0	1,094	100.0	1,758	100.0	846	100.0	1,273	100.0	733	100.0
Adjusted Semestral Equivalent FTE Students	10,927		18,416		3,413		7,802		11,855		7,841		13,754		24,652	

[a]Educational and General Mandatory Transfers.

( ) Data part of total in above category.

OIR 2/4/76

Table 2 (Continued)

Educational and General Operating Expenditures per FTE Student Per Semester by Major Category of Expenditure for 18 Sample Colleges, FY '74 and FY '75

Expenditure Item	FY '75 (9) $	(9) %	(10) $	(10) %	(11) $	(11) %	(12) $	(12) %	(13) $	(13) %	(14) $	(14) %	(15) $	(15) %	(16) $	(16) %
Instruction	1,106	49.4	463	47.2	522	36.4	502	49.6	724	46.7	787	52.2	464	48.8	462	50.8
Research	n.a.		12	1.2	10	0.7	7	0.7	*	*	70	4.6	n.a.		11	1.2
Public Service	268	12.0	13	1.3	492	34.2	14	1.4	6	0.4	37	2.4	2	0.2	12	1.3
Academic Support	195	8.7	78	8.0	67	4.7	83	8.2	174	11.2	83	5.5	76	8.0	124	13.7
Libraries	(n.a.)		(58)	(5.9)	(40)	(2.8)	(38)	(3.8)	(84)	(5.4)	(49)	(3.2)	(36)	(3.8)	(41)	(4.5)
Student Services	57	2.5	*	*	50	3.5	30	3.0	100	6.4	68	4.5	107	11.3	105	11.5
Institutional Support	363	16.2	294	30.0	66	4.6	164	16.2	264	17.0	149	9.9	136	14.3	71	7.8
Operation & Plant Maintenance	251	11.2	n.a.		86	6.0	78	7.7	134	8.6	251	16.6	131	13.8	93	10.2
Scholarships & Fellowships	n.a.		30	3.0	30	2.0	29	2.9	150	9.7	63	4.2	34	3.6	30	3.3
Unrestricted Funds	n.a.		(11)	(1.1)	(15)	(1.0)	(13)	(1.3)	(99)	(6.4)	(19)	(1.3)	(34)	(3.6)	(11)	(1.2)
Restricted Funds	n.a.		(19)	(1.9)	(15)	(1.0)	(16)	(1.6)	(51)	(3.3)	(44)	(2.9)	n.a.		(19)	(2.1)
Other[a]	n.a.		91	9.3	114	7.9	104	10.3	n.a.		2	0.1	n.a.		2	0.2
Total Educational & General Expenditures & Mandatory Transfers	2,240	100.0	981	100.0	1,437	100.0	1,011	100.0	1,552	100.0	1,509	100.0	950	100.0	910	100.0
Adjusted Semestral Equivalent FTE Students	4,742		6,406		6,458		6,803		4,530		10,469		5,251		17,637	

[a] Educational and General Mandatory Transfers.

( ) Data part of total in above category.

OIR 2/4/76

Table 4 (Continued)

Educational and General Operating Expenditures per FTE Student for Semester by Major Category of Expenditure for 18 Sample Colleges, FY '74 and FY '75

Expenditure Item	FY '75 (17) $	(17) %	(18) $	(18) %
Instruction	612	46.2	782	35.5
Research	12	(.9	19	0.9
Public Service	13	1.0	5	0.2
Academic Support	193	14.6	221	10.0
Libraries	(78)	(5.9)	(93)	(4.2)
Student Services	104	7.8	175	8.0
Institutional Support	121	9.1	169	7.7
Operation & Plant Maintenance	240	18.1	304	13.8
Scholarships & Fellowships	23	1.8	71	3.2
Unrestricted Funds	(5)	(0.4)	(23)	(1.0)
Restricted Funds	(18)	(1.4)	(48)	(2.2)
Other[a]	6	0.5	455	20.7
Total Educational & General Experience & Mandatory Transfers	1,325	100.0	2,201	100.0
Adjusted Semestral Equivalent FTE Students	23,260		6,412	

[a]Educational and General Mandatory Transfers.

( ) Data part of total in above category.

Sources: 1) Office of Education, HEGIS "Financial Statistics of Institutions of Higher Education for Fiscal Year Ending 1975."
2) See Appendix for list of participating institutions.
3) Fall enrollment was obtained from the HEGIS "Opening Fall Enrollment in Higher Education, 1975" while the Spring enrollment was obtained by telephone from each participating institution. Semestral equivalent FTE students were adjusted for those on the quarterly plan by reducing the FTE enrollments by 1/3.

OIR 2/4/76

operation and maintenance and in expenditures for scholarships and fellowships. As in most of the categories rewiewed, dollars spent in scholarships varied considerably, and yet, FCC still spent less than all the other schools in this important area.[1] This may be due to the relatively low tuition charged by the school.

Questions have been raised concerning how resources are allocated across various budget categories.[2] Differences of less than 1% between FCC and the distribution of median expenditures were identified in:

- Instruction,
- Research,
- Total Academic Support, and
- Libraries.

Proportionately, fewer resources were allocated to:

- Operation and Maintenance (4% at FCC vs 10% elsewhere); and
- Scholarships (less than 1/2% at FCC vs 4% elsewhere)

As past analyses have shown and this study confirms, FCC uses a higher than "normal" amount of resources for:

- Institutional Support (19% at FCC vs 11 1/2% elsewhere - FY '75); and
- Student Services (14 1/2% at FCC vs 8% elsewhere - FY '75).[3]

---

[1]One limitation of this study is the uncertainity regarding how various schools respond to the categories of operating expenditures found in the HEGIS survey form sent to each institution. Based upon information published in the Report on the Eleventh Annual Conference on the Higher Education General Information Survey (HEGIS), U. S. Dept. of Health,Education, and Welfare, there is some evidence regarding uncertainty as to what goes into some of the more general categories, e.g. Public Service and Student Services. This possibility might explain some of the variability in expenditures per student for a particular category.

[2]See HEGIS survey form, Part B, with the corresponding definitions in the Appendix.

[3]Memo to Dr. Ronald Williams, Vice President for Academic Affairs, from Ken Gramza, Director, Office of Institutional Research, Dec. 17, 1974. (See Appendix C for tables.)

On the basis of this information, it appears that additional inquiry should be directed toward each of these areas in the budget review process and also during allocation of existing budgets.

Proportions of budgets allocated to each category of expenditure are not (nor should be) used as the sole criterion in reviewing how resources are (or were) deployed at FCC. For example, while it is shown that Federal City College allocates more of its budget to student services than does the median school in our sample, it should also be recognized that at least one institution spent $440 more per FTE student than FCC. A similar situation may be found with respect to Instruction, Research, Public Service, and Operation and Plant Maintenance. At least one school in the sample spent $380 to $430 more per FTE than FCC on each of these areas. While differences of this magnitude may be explained by uncertainity over some of the definitions of budget categories,[1] it would seem that other sources of variability may be attributed to such factors as location, size of school, and academic emphasis. It is, nonetheless, interesting to note that FCC spent only $20 less per FTE student than the highest expenditure for institutional support found in the sample colleges and that FCC's per student expenditures for libraries and overall academic support were only slightly lower than the highest in the sample.

---

[1] See especially College and University Business Administration, American Council on Education, Washington, D.C., 1968 (Part 2 - Principles of Accounting and Reporting).

Review of Table 1 and Table 2 indicates that considerable variation in operating expenditures exists within schools and, certainly among schools. While some insights regarding FCC's relative position regarding resource allocation are apparent through this summary analysis, further research must be conducted to:

a) determine what factors most significantly affect expenditures within and among the sample institutions, and

b) show what FCC's likely pattern of per student expenses as well as total expenditures should have been in light of this information.

It is generally acknowledged that different instructional programs require varying amounts of resources. And, that these resources vary with respect to standard workload factors (e.g. student/teacher ratios) and salary differentials. Thus, it is possible that instructional expenditures may vary with respect to the mix and emphasis of academic programs.[1] While an attempt was made to select schools similar to FCC, more precise cost comparisons could only be made after this information was known.

Recognizing the difficulty in obtaining basic information regarding annual operating expenditures, it is difficult to imagine obtaining data at this level of precision. In lieu of this data, an attempt will be made to see whether other more general factors may be correlated with expenditures

---

[1] D. Kent Halstead, Statewide Planning in Higher Education (Washington, D.C.: U.S. Government Printing Office, 1974) p. 673.

per FTE student. Among the factors to be introduced in subsequent analyses are:

- College-wide Student/Faculty Ratios
- Median Faculty Salaries including fringe benefits
- Number of Degree Programs
  - Total
  - Undergraduate
  - Graduate
- Standard of Living in the Urban Community
  - Moderate
  - High.
- Age of the institution.

Results of these analyses will be provided in subsequent working papers.

APPENDICES

Appendix A

List of Participating Institutions and the Units Contacted at Each School

Code	Name of Institution	Unit Contacted
(1)	Rutgers Univ., Newark Campus	Office of University Studies
(2)	SUNY College, Buffalo	Office of Educational Planning
(3)	CUNY, Medgar Evers, Brooklyn	Registrar's Office
(4)	CUNY, York College, Jamaica	Registrar's Office
(5)	University of Massachusetts, Boston Campus	Office of Educational Planning
(6)	Worcester State College, Worcester	Office of Institutional Studies
(7)	Chicago State Univ., Chicago	Vice President for Academic Affairs
(8)	Northeastern Illinois State Univ.	Office of Institutional Studies
(9)	Sangamon State Univ., Chicago	Office of Institutional Research
(10)	Indiana Univ., Ft. Wayne Campus	Registrar's Office
(11)	Indiana Univ., Northwest at Gary	Registrar's Office
(12)	Indiana Univ., South Bend	Registrar's Office
(13)	University of Michigan, Flint	Office of Institutional Research
(14)	University of Minnesota, Duluth	Center for Educational Development
(15)	Missouri Western College, St. Joseph	Office of Institutional Research
(16)	Southwest Missouri State Univ., Springfield	Office of Institutional Research
(17)	Cleveland State University, Cleveland	Office of Research Administration
(18)	University of Wisconsin, Green Bay Campus	Registrar's Office

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
EDUCATION DIVISION
WASHINGTON, D.C. 20202

HIGHER EDUCATION GENERAL INFORMATION SURVEY

FINANCIAL STATISTICS OF INSTITUTIONS OF HIGHER EDUCATION FOR FISCAL YEAR ENDING 1975

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM.

OMB NO. 51-R0566
APPROVAL EXPIRES: 6/30/76

1. INSTITUTION CODE NUMBER

2. DUE DATE
Not later than October 31, 1975

Each item on this page must be completed by all institutions. Please return the completed form either directly to Department of Health, Education, and Welfare, Education Division, National Center for Education Statistics, ATTN: Room 2164-HEGIS, 400 Maryland Avenue, SW., Washington, D.C. 20202, or to the HEGIS coordinator, if there is a HEGIS coordinator in your State.

3. NAME AND MAILING ADDRESS OF INSTITUTION OR CAMPUS COVERED BY THIS

FROM
FEDERAL CITY COLLEGE
1420 NEW YORK AVE N W
WASHINGTON DC 20005

PUB F
007015

4. NAME AND TITLE OF RESPONDENT

5. TELEPHONE NUMBER OF RESPONDENT *(area code, local number, and extension)*

6. PLEASE NOTE THAT EACH INSTITUTION, BRANCH, CAMPUS OR OTHER ENTITY SEPARATELY CERTIFIED BY THE ACCREDITATION AND INSTITUTIONAL ELIGIBILITY UNIT OF THE U.S. OFFICE OF EDUCATION, WITH ITS OWN FICE CODE, AND LISTED SEPARATELY IN THE EDUCATION DIRECTORY - HIGHER EDUCATION, SHOULD BE REPORTED ON A SEPARATE SURVEY FORM AND NOT INCLUDED OR COMBINED WITH ANY OTHER SUCH CERTIFIED UNIT. BRANCHES, CAMPUSES, AND OTHER ORGANIZATIONAL ENTITIES NOT SEPARATELY CERTIFIED SHOULD BE INCLUDED WITH THE APPROPRIATE INSTITUTION OR BRANCH REPORT. IF SUCH ARE INCLUDED IN THIS REPORT, PLEASE LIST THEM BELOW.

ARE DATA FOR THIS UNIT INCLUDED IN THIS REPORT?	NAME OF BRANCH AND/OR OTHER CAMPUS	ADDRESS *(city, State, and ZIP code)*
☐ YES ☐ NO		
☐ YES ☐ NO		
☐ YES ☐ NO		

7. IF THE EDUCATIONAL ORGANIZATION OR ENTITY COVERED BY THIS SURVEY REPORT IS PART OF A MULTI-CAMPUS INSTITUTION, OR PART OF A SYSTEM OF INSTITUTIONS, PLEASE ENTER THE NAME OF THE INSTITUTION OR SYSTEM BELOW.

IF NOT APPLICABLE, CHECK HERE → ☐

DEFINITIONS

MULTI-CAMPUS INSTITUTION. An organization bearing a resemblance to an institutional system, but unequivocally designated as a single institution with either of two organizational structures: (1) an institution having two or more campuses responsible to a central administration (which central administration may or may not be located on one of the administratively equal campuses) or (2) an institution having a main campus with one or more branch campuses attached to it.

MAIN CAMPUS. In those institutions comprised of a main campus and one or more branch campuses, the main campus (sometimes called the parent institution) is usually the location of the core, primary, or most comprehensive program. Unless the institution-wide or central administrative office for such institutions is reported to be at a different location, the main campus is also the location of the central administrative office.

BRANCH CAMPUS. A campus of an institution of higher education which is organized on a relatively permanent basis (i.e., has a relatively permanent administration), which offers an organized program or programs of work of at least 2 years (as opposed to courses), and which is located in a community different from that in which its parent institution is located. To be considered in a community different from that of the parent institution, a branch shall be located beyond a reasonable commuting distance from the main campus of the parent institution.

INSTITUTIONAL SYSTEM. A complex of two or more institutions of higher education, each separately organized or independently complete, under the control or supervision of a single administrative body.

RETURN TWO COPIES TO:
D.C. COMM. ON POSTSECONDARY EDUC.
1329 E ST., N.W., SUITE 1023
WASHINGTON, D.C. 20004

OE FORM 2300-4, 3/75

REPLACES PREVIOUS EDITIONS OF THIS FORM WHICH ARE OBSOLETE.

PART A - CURRENT FUNDS REVENUES BY SOURCE FOR FISCAL YEAR ENDING 1975

SOURCE		LINE NO.	AMOUNT (whole dollars)
TUITION AND FEES		1	$
GOVERNMENT APPROPRIATIONS			
FEDERAL TOTAL →		2	
through State channels → $			
STATE		3	
LOCAL		4	
GOVERNMENT GRANTS & CONTRACTS			
FEDERAL	UNRESTRICTED	5	
	RESTRICTED	6	
STATE	UNRESTRICTED	7	
	RESTRICTED	8	
LOCAL	UNRESTRICTED	9	
	RESTRICTED	10	
PRIVATE GIFTS, GRANTS AND CONTRACTS	UNRESTRICTED	11	
	RESTRICTED	12	
ENDOWMENT INCOME	UNRESTRICTED	13	
	RESTRICTED	14	
SALES AND SERVICES OF EDUCATIONAL ACTIVITIES		15	
SALES AND SERVICES OF AUXILIARY ENTERPRISES		16	
SALES AND SERVICES OF HOSPITALS		17	
OTHER SOURCES		18	
INDEPENDENT OPERATIONS		19	
TOTAL CURRENT FUNDS REVENUES *(sum of Lines 1 through 19)*		20	$

NOTE: If IN THE PRECEDING YEAR gifts were received which were credited directly to the balances of funds other than the current fund and which under present accounting practices would be included in current funds revenues, indicate the amount of such gifts RECEIVED IN THE PRECEDING YEAR and added directly to balances of other funds.

LINE NO.	AMOUNT
21	$

PART B - CURRENT FUNDS EXPENDITURES AND MANDATORY TRANSFERS FOR FISCAL YEAR ENDING 1975

FUNCTION	LINE NO.	AMOUNT (whole dollars)
EDUCATIONAL AND GENERAL		
INSTRUCTION	1	$
RESEARCH	2	
PUBLIC SERVICE	3	
ACADEMIC SUPPORT TOTAL →	4	
includes libraries of 5 $		
STUDENT SERVICES	6	
INSTITUTIONAL SUPPORT	7	
OPERATION AND MAINTENANCE OF PLANT	8	
SCHOLARSHIPS AND FELLOWSHIPS		
AWARDS FROM UNRESTRICTED FUNDS	9	
AWARDS FROM RESTRICTED FUNDS	10	
EDUCATIONAL AND GENERAL MANDATORY TRANSFERS	11	
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES AND MANDATORY TRANSFERS (sum of Lines 1 through 4, and Lines 6 through 11)	12	
AUXILIARY ENTERPRISES →	14	
includes mandatory transfers of → 13 $		
HOSPITALS →	16	
includes mandatory transfers of → 15 $		
INDEPENDENT OPERATIONS →	18	
includes mandatory transfers of → 17 $		
TOTAL EXPENDITURES AND MANDATORY TRANSFERS *(sum of Lines 12, 14, 16, and 18)*	19	$

PART C - PHYSICAL PLANT ASSETS FOR FISCAL YEAR ENDING 1975

TYPE OF ASSET (1)	LINE NO.	BOOK VALUE AT BEGINNING OF YEAR (2)	ADDITIONS DURING YEAR (3)	DEDUCTIONS DURING YEAR (4)	BOOK VALUE AT END OF YEAR (5)	CURRENT REPLACEMENT VALUE (6)
LAND	1	$	$	$	$	
BUILDINGS	2					$
EQUIPMENT	3					

1. INSTITUTION CODE NUMBER

PART D - INDEBTEDNESS ON PHYSICAL PLANT FOR FISCAL YEAR 1975

BALANCE AND TRANSACTION	LINE NO.	AMOUNT *(whole dollars only)*
BALANCE OWED ON PRINCIPAL AT BEGINNING OF YEAR	1	$
ADDITIONAL PRINCIPAL BORROWED DURING YEAR	2	
PAYMENTS MADE ON PRINCIPAL DURING THE YEAR	3	
BALANCE OWED ON PRINCIPAL AT END OF YEAR *(Line 1, plus Line 2, minus Line 3)*	4	$
INTEREST PAYMENTS ON PHYSICAL PLANT INDEBTEDNESS	5	$

PART E - DETAILS OF ENDOWMENT FOR FISCAL YEAR ENDING 1975

BALANCE AND TRANSACTION	LINE NO.	BOOK VALUE *(1)*	MARKET VALUE *(2)*
VALUE OF ENDOWMENT AT THE BEGINNING OF THE FISCAL YEAR	1	$	$
TOTAL ADDITIONS FOR THE FISCAL YEAR	2		
TOTAL WITHDRAWALS FOR THE FISCAL YEAR	3		
NET REALIZED GAINS/*(losses)* ON SALE OF INVESTMENTS *(Book Value ONLY)*	4		
APPRECIATION/*(depreciation)* FOR THE YEAR *(Market Value ONLY)*	5		
VALUE OF ENDOWMENT AT THE END OF THE FISCAL YEAR	6		
ENDOWMENT YIELD (dividends, interest, rents, royalties, etc.)	7	AMOUNT → $	

PART F - STATEMENT OF CHANGES IN FUND BALANCES FOR FISCAL YEAR ENDING 1975

	LINE NO.	CURRENT FUNDS *(1)*	LOAN FUNDS *(2)*	ENDOWMENT FUNDS *(3)*	ANNUITY AND LIFE INCOME FUNDS *(4)*	PLANT FUNDS *(5)*
ADDITIONS	1	$	$	$	$	$
DEDUCTIONS	2					
TOTAL TRANSFERS INTO/(OUT OF	3					
SUMMARY NET INCREASE *(DECREASE)* FOR YEAR	4					
FUND BALANCE AT BEGINNING OF YEAR	5					
FUND BALANCE AT END OF YEAR	6					

PART G - TO BE COMPLETED BY PUBLIC INSTITUTIONS ONLY

ITEM	LINE NO.	AMOUNT (whole dollars only)
I. REVENUES (all funds)		
A. ALL PRIVATE GIFTS	1	$
B. EARNINGS ON INVESTMENTS *(all funds)* →	2	
If Part A includes any such amounts, enter amount here → $		
C. GENERAL HOSPITALS *(exclude student infirmaries)*		
1. FEDERAL FUNDS RECEIVED *(exclude Medicare)*	3	
2. GROSS CHARGES FROM SALES AND SERVICES *(include Medicare)*	4	
3. MEDICAID FUNDS RECEIVED FROM STATE GOVERNMENT INCLUDED WITH GROSS CHARGES	5	
4. TOTAL REVENUES *(may exceed sum of lines 3, 4, and 5)*	6	
D. AGRICULTURAL EXPERIMENT STATIONS AND EXTENSION SERVICES		
1. FEDERAL FUNDS RECEIVED	7	
2. GROSS CHARGES FROM SALES AND SERVICES	8	
II. EXPENDITURES (all funds)		
A. PERSONAL SERVICES *(gross salaries and wages)*	9	
B. SCHOLARSHIPS AND FELLOWSHIPS	10	
C. TOTAL INTEREST PAID FROM ALL FUNDS	11	
D. CURRENT FUNDS EXPENDED FOR AGRICULTURAL EXPERIMENT STATIONS AND EXTENSION SERVICE	12	

E. EXPENDITURES FOR CAPITAL OUTLAY *(amounts paid from ALL sources and funds)*	LINE NO.	PURCHASE OF EQUIPMENT (2)	PURCHASE OF LAND AND BUILDINGS (3)	CONSTRUCTION (4)
1. EDUCATIONAL AND GENERAL	13	$	$	$
2. AGRICULTURAL EXPERIMENT STATIONS AND EXTENSION SERVICES	14			
3. HOSPITALS	15			
4. AUXILIARY ENTERPRISES	16			

III. DEBT OUTSTANDING, ISSUED, AND RETIRED	LINE NO.	AMOUNT (whole dollars only)
A. NONGUARANTEED LONG TERM DEBT		
1. TOTAL OUTSTANDING AT BEGINNING OF FISCAL YEAR	17	$
2. TOTAL ISSUED DURING FISCAL YEAR	18	
3. TOTAL RETIRED DURING FISCAL YEAR	19	
4. *TOTAL OUTSTANDING AT END OF FISCAL YEAR (line 17, plus line 18, minus line 19)*	20	$
B. SHORT-TERM *(interest-bearing)* DEBT		
1. AMOUNT OUTSTANDING AT BEGINNING OF FISCAL YEAR	21	$
2. AMOUNT OUTSTANDING AT END OF FISCAL YEAR	22	

IV. CASH AND SECURITY HOLDINGS AT END OF FISCAL YEAR		AMOUNT AT END OF FISCAL YEAR		
TYPE OF ASSET (1)	LINE NO.	HELD IN SINKING FUNDS *(see definitions)* (2)	HELD IN BOND FUNDS *(see definitions)* (3)	HELD IN ALL OTHER FUNDS, EXCEPT FOR ANY EMPLOYEE-RETIREMENT FUND (4)
A. CASH AND DEPOSITS	23	$	$	$
B. FEDERAL SECURITIES - U.S. TREASURY OBLIGATIONS	24			
C. FEDERAL AGENCY SECURITIES	25			
D. STATE AND LOCAL GOVERNMENT SECURITIES	26			
E. OTHER SECURITIES	27			
F. *TOTAL (sum of lines 23 through 27)*	28	$	$	$

NOTE: Use attachments for comments, supplemental information, etc.

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
EDUCATION DIVISION
WASHINGTON, D.C. 20202

HIGHER EDUCATION GENERAL INFORMATION SURVEY

DEFINITIONS AND INSTRUCTIONS

FINANCIAL STATISTICS OF INSTITUTIONS OF HIGHER EDUCATION FOR FISCAL YEAR ENDING 1975

(OMB NO. 51-R0566, Approval Expires: 6/30/76)

STATEMENT OF CHANGES

Parts A and B have been changed to coincide with the recently published standards of college and university financial reporting. The categories of current funds revenues, current funds expenditures, and transfers are now consistent with the *College and University Business Administration: Administrative Service* (published in 1974 by the National Association of College and University Business Officers), the *Higher Education Finance Manual* (published in 1975 by the National Center for Education Statistics), and with the *Audits of Colleges and Universities* (as amended August 31, 1974 by the American Institute of Certified Public Accountants).

Part C has a new line which requests the estimated cost to replace all of the institution's buildings.

Part D has a new line requesting the amount of money spent on interest.

Part E has been revised to include information concerning the additions/withdrawals, gains/losses, and appreciation/depreciation of endowment holdings of the institution.

Part F is an addition for HEGIS X. It is called the statement of changes in fund balances and it describes the flow of all funds into, out of, and among all the fund groups of the institution.

Part G has been changed slightly from last year's Part F to include more information that the U.S. Department of Commerce, Bureau of Census requires.

GENERAL

If you need clarification on any of the definitions or instructions, please call Mr. Paul F. Mertins, the survey director, at (202) 245-8392 in Washington, D.C.

To avoid unnecessary overlapping of Federal surveys of the finances of your institution, this survey is designed to include the financial statistics previously collected by the U.S. Department of Commerce, Bureau of the Census Form F-15.

Please attach supplemental information, comments, etc., on a separate sheet.

All data reported should be whole dollars only, omit cents.

Please complete this survey and return it to the U.S. Department of Health, Education, and Welfare, Education Division, National Center for Education Statistics, ATTENTION: Room 2164-HEGIS, 400 Maryland Avenue, SW., Washington, D.C. 20202, not later than October 31, 1975.

NOTE: This year's form is in seven parts. For any item in any part where exact data do not exist, please give estimates. Items referenced in specific instructions below will be referred to by their line numbers.

SPECIFIC

These definitions are consistent with those given in the Higher Education Finance Manual (HEFM).

Part A. Current funds revenues by source for fiscal year ending 1975

Instructions for Part A. Current funds revenues include all unrestricted gifts and other unrestricted revenues earned during the fiscal year and restricted current funds to the extent that such funds were expended for current operating purposes.

LINE 1. Tuition and fees. Report all tuition and fees assessed against students for current operating purposes. Include tuition and fee remissions or exemptions even though there is no intention of collecting from the student. Include here those tuitions and fees which are remitted to the State as an offset to the State appropriation. (Charges for room, board, and other services rendered by auxiliary enterprises are not reported here. See line 16.)

LINES 2, 3, and 4. Governmental appropriations include all amounts received from or made available to the institution through acts of a legislative body, except grants or contracts. These funds are for meeting current operating expenses and NOT for specific projects or programs. Examples are Federal land-grant appropriations and Federal revenue sharing funds (line 2). Federal appropriations received through State channels, is a subset of line 2 and should be included in the line 2 total for Federal appropriations.

LINES 5-10. Governmental grants and contracts. Report revenues from governmental agencies which are for specific research projects or other types of programs. Examples are research projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a government grant or contract. Amounts equal to direct costs incurred should be recorded as charges against current restricted funds and reported as restricted current funds revenues (lines 6, 8, and 10). Related indirect costs recovered should be reported as unrestricted revenues (lines 5, 7, and 9).

LINES 11 and 12. Private gifts, grants, and contracts. Private gifts and grants include revenues from private donors for which no legal consideration is involved. Private contracts include those funds for which specific goods and services must be provided to the funder as stipulation for receipt of the funds. Include only those gifts, grants, and contracts that are directly related to instruction, research, or public service. Moneys received as a result of gifts, grants, or contracts from a foreign government would be reported here.

LINES 13 and 14. Endowment income. Report: (1) the unrestricted income of endowment and similar funds; (2) restricted income of endowment and similar funds to the extent expended for current operating purposes; and (3) income from funds held in trust by others under irrevocable trusts. Do not include capital gains or losses.

LINE 15. Sales and services of educational activities. Report revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research, or public service. Examples include film rentals, scientific and literary publications, testing services, university presses, and dairy products.

CONTINUED ON NEXT PAGE

LINE 16. Sales and services of auxiliary enterprises. Report here all revenues generated by the auxiliary enterprise operations of the institution. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, college unions, college stores, barber shops, etc.

LINE 17. Sales and services of hospitals. Include the revenues (net of discounts and allowances) of a hospital operated by the institution. Do NOT include here gifts, grants, appropriations, research revenues, or endowment income. Include revenues of health clinics that are part of the hospital unless such clinics are part of the student health services program.

LINE 18. Other sources. Include all items of revenue not covered elsewhere. Examples are interest income and gains (net of losses) from investments of unrestricted current funds. Include revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution.

LINE 19. Independent operations. Include all revenues associated with operations independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may indirectly contribute to these programs. This category generally includes only those revenues associated with major Federally Funded Research and Development Centers.

LINE 20. Total current funds revenues. Report here the sum of lines 1 through 19 inclusive.

LINE 21. If in the preceding year, gifts were received which were credited directly to the balances of funds other than current funds and which under present accounting practices would be included in current funds revenues, please indicate the amount of such gifts received in the preceding year and added directly to balances of other funds. (The amount entered will be used to adjust the preceding year's (1973-74) total current funds revenues to be comparable to this year's (1974-75) total current funds revenues (Part A, line 20).)

Part B. Current funds expenditures and mandatory transfers for fiscal year ending 1975.

Report both unrestricted and restricted current funds expenditures in the following functional classifications:

LINE 1. Instruction. Expenditures of the colleges, schools, departments, and other instructional divisions of the institution and expenditures for departmental research and public service which are not separately budgeted should be included in this classification. Include expenditures for both credit and noncredit activities. Exclude expenditures for academic administration where the primary function is administration (e.g., academic deans). This category includes the following: general academic; occupational and vocational instruction; special session instruction; community education; preparatory and adult basic education; and remedial and tutorial instruction.

LINE 2. Research. This category includes all funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. Do not report non-research sponsored programs (e.g., training programs).

LINE 3. Public service. Report all funds budgeted specifically for public service and expended for activities established primarily to provide noninstructional services beneficial to groups external to the institution. Examples are seminars and projects provided to particular sectors of the community. Include expenditures for community services and cooperative extension services.

LINE 4. Academic support. This category includes expenditures for the support services that are an integral part of the institution's primary missions of instruction, research, or public service. Include expenditures for libraries (line 5), museums, galleries, audio/visual services, computing support, ancillary support, academic administration and personnel development, and course and curriculum development. (Include line 5 expenditures in the line 4 total for academic support.)

LINE 6. Student services. Report funds expended for admissions, registrar activities, and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instruction program. Examples are career guidance, counseling, financial aid administration, student health services (except when operated as a self-supporting auxiliary enterprise).

LINE 7. Institutional support. Report expenditures for the day to-day operational support of the institution, excluding expenditures for physical plant operations. Include general administrative services, executive direction and planning, legal and fiscal operations, and community relations.

LINE 8. Operation and maintenance of plant. Report all expenditures for operations established to provide service and maintenance related to campus grounds and facilities. Do not include expenditures made from the institutional plant funds accounts.

LINES 9 and 10. Scholarships and fellowships. This category applies only to moneys given in the form of outright grants and trainee stipends to individuals enrolled in formal coursework, either for credit or not. Do not report Federal Basic Educational Opportunity Grants, ROTC scholarships, or other programs where the institution is not allowed to select the recipient of the grant. Aid to students in the form of tuition or fee remissions should be included. (Exclude those remissions which are granted because of faculty or staff status.)

LINE 11. Educational and general mandatory transfers. Mandatory transfers from current funds are those that must be made in order to fulfill a binding legal obligation of the institution. Report mandatory debt-service provisions relating to academic buildings, including (1) amounts set aside for debt retirement and interest, and (2) required provisions for renewal and replacements to the extent not financed from other sources.

LINE 12. Total educational and general expenditures and mandatory transfers. Enter here the sum of lines 1 through 4 plus 6 through 11.

LINE 13. Mandatory transfers for auxiliary enterprises. Report the amount transferred from current funds for mandatory debt service provisions relating to auxiliary enterprises. Examples include maintenance reserves.

LINE 14. Auxiliary enterprises. This category includes those essentially self-supporting operations which exist to furnish a service to students, faculty, or staff, and which charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, college stores, and intercollegiate athletics. (Include the mandatory transfers amount on line 13 in the line 14 amount.)

LINE 15. Mandatory transfers for hospitals. Report the amount transferred from current funds for mandatory debt service provisions relating to hospitals.

LINE 16. Hospitals. Report all expenditures, except depreciation, associated with the operation of the hospital, including nursing expenses, other professional services, general services, administrative services, fiscal services, and charges for physical plant operations. (Include the mandatory transfers amount on line 15 in the line 16 amount.)

LINE 17. Mandatory transfers for independent operations. Report the amount transferred from current funds for mandatory debt service provisions relating to independent operations.

LINE 18. Independent operations. Include all funds expended for operations that are independent of or unrelated to the primary missions of the

institution, although they may indirectly contribute to the enhancement of these programs. This category is generally limited to expenditures of a major Federally Funded Research and Development Center. Do not include the expenditures of operations owned and managed as investments of the institution's endowment funds. (Include the line 17 amount in the line 18 amount.)

LINE 19. Total current funds expenditures and mandatory transfers. Report the sum of lines 12, 14, 16, and 18.

Part C - Physical plant assets for fiscal year ending 1975

Report the values of land, buildings, and equipment owned or utilized by the institution. Do not include those plant values which are a part of endowment or other capital fund investments in real estate. Data for your institution which are not kept on the books of account of your institution, but are kept in the records of another organization or agency for your institution, should be included (e.g., State schools should report physical plant even though records are maintained by a State agency).

LINES 1, 2, and 3. Report the book values of land, buildings, and equipment.

COLUMN (2). Book value of plant at the beginning of the fiscal year is intended as the dollar amount of value as shown on the institution's accounting records.

COLUMN (3). Additions during the year are additions to plant made through purchase, by gift-in-kind from donor, and from other additions.

COLUMN (4). Deductions from the plant are deductions resulting from selling, razing, fire or other hazards, or other disposition of assets.

COLUMN (5). Book value of plant at the ending of the fiscal year is intended as the dollar amount of value as shown on the institution's accounting records. Column (5) is the sum of columns (2) and (3), less column (4).

COLUMN (6). Report or estimate the CURRENT COSTS TO REPLACE all buildings owned or utilized by the institution. Report recent appraisal value or what is currently carried as insurance replacement value. Do not include the replacement values of those buildings which are a part of endowment or other capital fund investments in real estate. This figure is not a book value figure.

Part D - Indebtedness of physical plant for fiscal year ending 1975

In Part D, report data on indebtedness liability against the physical plant. Include auxiliary enterprises facilities as well as educational and general facilities. Examples of auxiliary enterprises facilities are those used for operation of housing, food service, bookstores, and other units which are classified as auxiliary enterprises. Enter zeroes or NA's if your institution has no indebtedness.

LINE 1. Balance owed on indebtedness principal at the beginning of the year is that amount shown in the liability section of the plant fund balance sheet.

LINE 2. Additional principal borrowed during the year is loans negotiated through bonds, mortgages, notes, or any other type of financing (including short-term notes) and amounts borrowed from other institutional funds for physical plant.

LINE 3. Payments on plant loans principal during the year is the amount used to reduce the principal of loans, regardless of the source of funds.

LINE 4. Balance owed on indebtedness principal at the ending of the year is that amount shown in the liability section of the plant fund balance sheet. It is the sum of line 1 plus line 2, less line 3.

LINE 5. Interest payments on physical plant indebtedness. Report the total interest charges paid during the fiscal year on physical plant indebtedness. Exclude principal repayments (see line 3).

Part E - Endowment by book and market value for fiscal year ending 1975

In Part E, report data on investment of endowment, term endowment and quasi-endowment (funds functioning as endowment). If your institution has no endowment, enter zeroes or NA's.

LINE 1. Value of endowment at the beginning of the fiscal year. Report the book value of endowment in the first column and the market value in the second column. (If market value on some investments is not available, use whatever value was assigned by the institution in reporting market values in the annual financial report.)

LINE 2. Total additions for the fiscal year. Report the total book value of gifts and additions to endowment in both columns. (Book and market values are usually identical at time of purchase.)

LINE 3. Total withdrawals for the fiscal year. Report the total book value of withdrawals and deductions from endowment in column (1) and the market value in column (2).

LINE 4. Net realized gains or losses on sale of investments (book value only). In the first column only, report the sum of all gains on the sales of investments less the sum of all losses. Net realized gains are appreciation (amount selling price is greater than purchasing price) on securities and other investments sold during the fiscal year. Do not report in column (2).

LINE 5. Appreciation or depreciation for the year (market value only). Report in column (2) the increase (appreciation) in market value of all investments. Deduct any loss (depreciation) of value and report a net figure. Do not report in column (1).

LINE 6. Value of endowment at the end of the fiscal year. The book value of endowment at the end of the fiscal year is the sum of lines 1 and 2, minus line 3, plus (or minus) line 4 in column (1). This figure should agree with that figure shown on the accounting records of your institution. The market value of endowment at the end of the fiscal year is the sum of lines 1 and 2, less line 3, plus (or minus) line 5 in column (2).

LINE 7. Endowment yield (dividends, interest, rents, etc.). Yield includes all earnings (not realized gains) on investments of endowments regardless of distribution made of the earnings to various institutional funds.

Part F - Statement of changes in fund balances for fiscal year ending 1975

The "Statement of Changes in Fund Balances" describes the total institutional flow of funds into, out of, and among all the various fund groups. Also included is a summary of the net effect of these flows (including beginning and ending balances) for each fund group. (See Figure 4 in HEFM.)

LINE 1. Additions. Report all moneys, excluding transfers, added to any fund group during the fiscal year.

LINE 2. Deductions. Report all funds, except transfers, flowing out of any of the fund groups during the fiscal year.

LINE 3. Total transfers into/(out of). Report mandatory and nonmandatory transfers flowing into or out of any of the fund groups during the fiscal year. Transfers are self-balancing across the columns. That is, every transfer results in an equal addition (shown as a positive figure in the receiving fund group column) and deduction (shown as a negative figure in parantheses in the donor fund group column), therefore the net result always will be zero.

LINE 4. Net increase (decrease) for year. Report the net change in fund balances from the beginning to the ending of the fiscal year. It is the dif-

ference between lines 6 and 5. A net increase is reported as a positive figure and a net decrease is reported as a negative figure (in parentheses).

LINE 5. Fund balance at beginning of year. Report the total of the fund balance prior to any of the flows additions, deductions, and transfers described in the statement for that fund group.

LINE 6. Fund balance at end of year. Report the total for the fund balance after all of the additions, deductions, and transfers described in the statement.

COLUMN (1). Current funds. Current funds includes all unrestricted current funds revenues and restricted current funds additions.

COLUMN (2). Loan funds. Report those funds that have been loaned, or are available for loans to students, faculty, and staff. Do not include loans made to the institution.

COLUMN (3). Endowment funds. This fund group includes funds whose principal is nonexpendable and that are intended to be invested to provide earnings for institutional use. Include term endowment and quasi-endowment funds.

COLUMN (4). Annuity and life income funds. This category includes all funds carrying a stipulation that the institution make payments to one or more specified beneficiaries.

COLUMN (5). Plant funds. Report all unexpended plant funds, funds for renewal and replacement, funds for debt service charges and for the retirement of indebtedness, and the amount of institutional funds invested in physical plant facilities (other than those of endowment and similar amount of funds).

Part G - To be completed by PUBLIC institutions only

LINE 1. Report all gifts and grants received during the fiscal year from private individuals and organizations. Include nonexpendable grants as well as benefactions available for plant expansions, or for current expenditure.

LINE 2. Report interest, dividends, rents, and other earnings on all invested funds, including endowment and plant funds. Exclude receipts from sale of securities other than any recorded profits (e.g., capital gains). Exclude earnings of State land funds allocated to your institution.

LINE 3. Report the amount received from the Federal Government for a hospital in which service to the community or State is paramount (not infirmaries for students). Include only current funds revenues. (Report capital funds on line 15.)

LINE 4. Report gross charges received from sales and services of the hospital, including Medicare funds.

LINE 5. Report Medicaid funds received from the State government. This is a subset of line 4.

LINE 6. Report all funds received by the hospital. This total includes all government funds, all patient fees, etc., and may EXCEED the sum of lines 3, 4, and 5.

LINE 9. Report total expenditures during the fiscal year for gross salaries and wages of the total academic and nonacademic staff, including paid fringe benefits, employer contributions to employee-retirement funds, paid student help and part-time employees. Include amounts for auxiliary enterprises.

LINE 10. Include such expenditures from all funds, both restricted and unrestricted. Exclude payments to students rendering services (teaching fellows, etc.).

LINE 11. Report interest paid from all funds - - general, auxiliary enterprises, plant funds, etc.

LINE 12. Enter the amount of current funds expended for agricultural experiment stations and extension services.

LINES 13 through 16. Report for columns (2), (3), and (4), all expenditures for capital outlay from bond proceeds and all other funds. On line 13, report outlays for physical plant utilized by the departments, colleges, schools, and instructional divisions of the institution. Include outlays for administrative plant and libraries. On line 14, report capital outlays for agricultural experiment stations and extension services, if any. On line 15, report capital outlays for a major, public service hospital, if any. Report capital outlays for auxiliary enterprises on line 16. In column (2), include purchase of equipment (replacements as well as additions). In column (3), report purchases of land and existing structures. In column (4), report spending for new structures and other improvements, additions, replacements, and major alterations.

LINES 17 through 20. Report bonds, mortgages, etc., with an original term of more than one year, which are payable solely from pledged earnings, charges, or fees (e.g., dormitory, stadium, and student-union revenue bonds). Include any loans (not "Commitments") from H.H.F.A. and other Federal agencies. Exclude guaranteed long-term debt (i.e., those obligations that are issued by the State and backed by a pledge of credit of the State).

LINES 21 and 22. Report anticipation notes, interest-bearing warrants and other obligations with a term of one year or less. Exclude accounts payable and other noninterest-bearing obligations. Do not include interfund loans, or advances from State funds.

LINES 23 through 28. Report amounts of cash on hand and on deposit, and security holdings (at par value) as to all funds and accounts of your institution except agency accounts held in private trust or custodial capacity, and any contributory employee-retirement systems funds. Include endowment funds, loan funds, and plant funds, as well as current funds. Exclude accounts receivable, value of property other than securities, and any amounts held for your institution by the State Treasurer. Sinking funds (column (2)) are reserves held specifically for redemption of the long-term debt reported in line 20 (but exclude any amounts for interest requirements). Bond funds (column (3)) are funds established to account for the proceeds of bond issues pending their disbursement.

LINE 23. Report cash on hand and demand and time or savings deposits.

LINE 25. Report the obligations of the following government-owned agencies: CCC, Export-Import Bank, Federal Financing Banks, FHA, GNMA, Postal Service, and TVA.

LINE 26. Include holdings of bonds and other securities issued by State and local government institutions and agencies. Exclude interfund loans and advances.

LINE 27. Report bonds, stocks (at book value), mortgages, notes, student loans, etc., not included in lines 23 through 26.

Appendix C

Selected Expenditures by Function as a Percentage of Expenditures for Instruction and Departmental Research in Four-Year Public Institutions[a] in the Mideast Region (FY '67) Compared to FCC's (FY '75)

Area	Selected Expenditures		
	Libraries	Plant Maintenance	General Administration[b]
Delaware	11%	37%	53%
District of Columbia	11	18	11
Maryland	12	28	29
New Jersey	7	16	22
New York	10	18	29
Pennsylvania	15	24	25
Mideast Average	11	24	28
Federal City College	14	11[c]	59

[a]Source: D. Kent Halstead, Statewide Planning in Higher Education, U.S. Department of Health, Education and Welfare, Table XIV-4, P. 690.

[b]Includes all expenditures for general administration, student services and general institutional expenses.

[c]Includes expenditures for rent, communications and utilities.

12/74

Comparison of Total Expenditures Between FCC and Public Institutions of Higher Education by Budget Category, FY '75

Budget Category	Federal City College		Public Institutions Of Higher Education[a]		FCC % Difference from U. S. Average
	$ Thous.	%	$ Mil.	%	
Total	19,537.6	100.0	24,676.1	100.0	-
Education and General	18,907.5	96.8	23,335.9	94.6	+ 2.2
General Administration	5,720.3	29.3	4,567.9	18.6	+10.7
Instructional and Departmental Research	9,721.7	49.8	12,292.7	49.8	0
Library	1,371.0	7.0	1,119.1	4.5	+ 2.5
Plant Operations	1,020.4[b]	5.2[b]	2,490.1	10.1	- 4.9
Extension	280.0	1.4	662.8	2.7	- 1.3
Related Activities	794.1	4.1	2,203.3	8.9	- 4.8
Student Aid	630.1	3.2	1,340.2	5.4	- 2.2

[a]Estimating equations used are those provided in Table 3 of question on "How Does the Allocation of Operating Expenditures at FCC Compare With the Average of Other Public Institutions in the U.S.," Questions and Answers for FCC's Budget Presentation, FY 1974, Office of Institutional Research.

[b]Includes rent, communications and utilities.